



# BUILDING LEVEL PLAN

S.S. Palmer – Parkside

2020-2021

S.S. Palmer-Parkside  
Building Level Team Members

Mary Brumbach	Principal
Dan Heaney	Director of Curriculum
Mary K. Writer	School Psychologist
Kristina Manning	School Counselor
Megan Zurn	School Nurse; Palmer
Michelle Bisbing	School Nurse; Parkside
Lori Schaffer	School Secretary Palmer
Katherine Gilmartin	Title I Reading Parkside
Jennifer Ramaly	Title I Reading Palmer
Holly Sell	Kindergarten Parkside
Amy Negley	1st Grade Parkside
Melisa Beahn	2nd Grade Palmer
Chris Kimmel	3rd Grade Palmer
Shana O'Gurek	4th Grade Palmer

Paula Frey	5th Grade Palmer
Elizabeth Karb	6th Grade Palmer
Andrea O'Lock	Specialist (Art) Parkside/Palmer
Ryan Heller	Specialist (Phys Ed) Parkside/Palmer
Michelle Davis	Special Ed Teacher Parkside
Lynn Sutton	Special Ed Teacher Palmer
Josh Gibbs	Maintenance Palmer
Sofia Mendes	Maintenance Parkside
Darlene Smale	Paraprofessional Parkside
Michelle Gordon; Parent Mary Beth Zulic; Parent	Parents
Parents	Participation via PASD Parent Survey

S.S. Palmer Elementary and Parkside Education Center in the Palmerton Area School District are dedicated to ensuring the health and safety of our students, faculty, and staff. Due to unforeseeable challenges which may arise this school year, this document may be edited at any time to continue to ensure the health and safety of all.

**FOCUS AREA #1:**  
**Teaching & Learning**

1. Tuesday September 8, 2020 – First Student Day
2. Hybrid Learning Schedule
  - a. TEAM BLUE: Monday & Tuesday in-person
  - b. TEAM WHITE: Wednesday & Thursday in-person
3. Textbook and Materials Distribution for All-Virtual Students (Students who will be attending Live Virtual Instruction 5 days per week):
  - a. Wednesday, September 2nd from 4:00-6:00pm.
  - b. K-6th Grade will all pick up at S.S. Palmer Cafeteria
  - c. Please enter the parking lot area from Lafayette Avenue
4. Attendance is required. If the student is logged in and completing assigned work attendance will be counted
  - a. If a student is kept home for a precautionary measure on the in-person school days, but still logs into virtual learning, attendance will be counted.
  - b. Please notify your child's teacher if your child is attending virtually on a normally-scheduled in-person day
5. At Risk Youth
  - a. A School Wide Positive Behavior Support Plan (SOAR) is implemented at both S.S. Palmer and Parkside to help meet the behavioral needs of students
  - b. Students will be provided the opportunity to participate in Social-Emotional Learning activities as provided by the School Counselor. Parkside and S.S. Palmer utilize the Second Step SEL curriculum
  - c. At Risk students will be provided with additional opportunities to build rapport and strong relationships with faculty and staff
  - d. The Outside Agency Resource List for Carbon County can be provided to parents upon request

## 6. Special Education

- a. Students who have an IEP for speech services only will receive their Speech & Language Support during their assigned two days of in-person instruction.
- b. Students who receive academic support through special education (i.e. Learning Support, Life Skills Support, etc.) will receive four days per week of in-person instruction.
- c. Students will continue to be provided with supports and services as deemed appropriate through their Individualized Education Plan (IEP)

## 7. Specials

- a. Physical Education will either be held in the gymnasium or outside. When outside class is being held, virtual learners will be provided with a posted assignment to complete for that class period
- b. All other specials (Art, Music, Health, and Library) will be provided within the students' homeroom
- c. All materials will be sanitized as necessary between classes

## 8. Behavior Expectations

- a. All in-person and virtual expectations will be taught and reinforced through our School Wide Positive Behavior Support Plan. Students will be provided with lessons on appropriate and expected behaviors in all areas of our school system (i.e.: classroom, home/virtual learning, bus, recess/outside, hallways, bathrooms, and cafeteria as needed)

## 9. Title I & Interventions

- a. Title I and Interventions will be provided when possible through a combination of push-in instruction in the classroom, pull-out instruction in designated areas that can accommodate appropriate social distance (i.e. Library), and virtual methods. Modality will be determined by classroom teachers and staff based upon students' needs

## 10. Technology in the classroom

- a. Each classroom will be equipped with a camera to enable live streaming of classes. Each teacher will have two computer screens in order to view students attending through virtual instruction. The modality of instruction will permit interaction between the teachers/staff and virtual learner. Virtual learning will be provided through Schoology.

**FOCUS AREA #2**  
**Prevention Strategies**

1. The faculty and staff at S.S. Palmer/Parkside will be focused on teaching and modeling school routines and behavioral expectations to best maintain healthy habits including appropriate mask wearing and social distancing.
2. Our School Wide Positive Behavior Support Plan (SOAR) will include lessons on hand washing, sanitizing, facial coverings, and maintaining social distance.
3. S.S. Palmer/Parkside will have a reduction of movement within the halls and congregate areas of the building. However, movement will be embedded within the classrooms as much as safely possible.
  - a. Teachers are encouraged to use a variety of movement ideas and modalities to incorporate movement within the classroom
4. Face Coverings
  - a. All students and staff will be required to wear an approved face covering as defined by the PASD Health & Safety Plan.
  - b. Per July 16<sup>th</sup> Guidance: “Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school.”
  - c. Face coverings can be removed during the following times:
    - i. Outdoors (recess, physical education class, scheduled face covering breaks, etc.) when 6 feet of social distancing is consistently maintained
    - ii. Eating lunch- 6 feet of social distancing will be consistently maintained.
5. S.S. Palmer/Parkside will be cleaned and sanitized by maintenance staff on a daily basis as described in the PASD district-wide plan. Bathrooms will be cleaned on a regular basis. Spot checks of bathrooms will be completed by maintenance staff.
6. Shared materials (i.e. scissors, toys, highlighters, calculators, etc.) will not be used unless sanitized prior to student use. All materials will be sanitized after use.

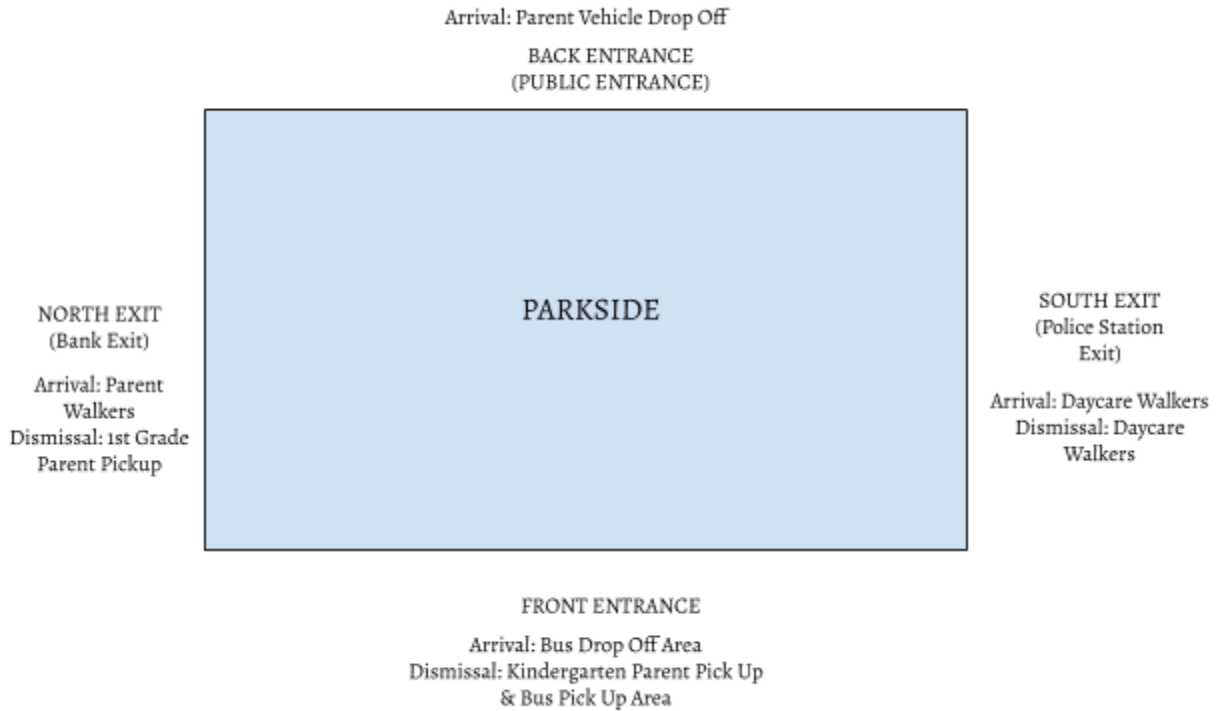
- a. Any materials which are required to be shared (i.e. gym equipment) must be sanitized prior to use by the next student
7. S.S. Palmer/Parkside will be using signs within the building as reminders for appropriate health and social-distancing procedures
8. There will be Hand Sanitizer stations located at the main entrances to both S.S. Palmer and Parkside, as well as the cafeteria and other high traffic areas
9. Hand sanitizer will be available in every classroom at both S.S. Palmer and Parkside
10. Mask Breaks will be provided at teacher discretion
11. Teachers will be provided with a coordinated schedule for quick, outdoor walks to provide mask breaks and a time for fresh air. Additionally, students will be provided with recess and physical education classes outdoors as much as possible, where mask breaks will be permitted as long as 6 feet of social distance is maintained.
  - a. Breaks will not exceed 10 minutes.
12. Parents are required to screen their child for symptoms of illness prior to sending their child to school each day. The wellness questionnaire and a letter from our school nurse are included in the online folder for you. Please keep a copy of the daily wellness questionnaire in a convenient location so that you can access it and use it each morning.
13. Restrooms
  - a. PARKSIDE
    - i. Most classrooms are equipped with one-person restrooms.
    - ii. Teachers without bathrooms in their classrooms will be permitted to utilize the nurse's office if unoccupied.
    - iii. Teachers will need to verify safety with school nurse prior to sending students to the nurse's bathroom
  - b. S.S. PALMER
    - i. Students with bathrooms in their classrooms are permitted to utilize as necessary
    - ii. Bathrooms with more than one stall will have a two-person limit inside the bathroom at all times

- iii. Markings will be placed on the floor to indicate where to wait in line for the bathroom
- iv. Signs will be posted in the bathrooms as visual reminders to wash hands

**FOCUS AREA #3**  
**Transportation**

1. Students must wear an approved face covering at the bus stop and on the bus
2. Students will be assigned a seat on the bus
3. Siblings will be seated together on the bus
4. PARKSIDE Arrival/Dismissal
  - a. Arrival
    - i. Busses will continue to drop off in the front of the building
    - ii. Busses will be emptied one bus at a time to prevent overcrowding in the hallways
    - iii. Walkers/Parent Drop-off
      1. Parent Vehicles: Drop off in rear of building
      2. Parent & Daycare Walkers: Drop off/ Pick up on North side of building (Bank Side)
  - b. Dismissal
    - i. Busses will continue to pick up in front of the building
    - ii. Busses will be called one at a time and dismissed by homeroom
    - iii. 1st Grade Walkers: Students will be picked up at the North Exit (Bank Exit).
    - iv. Kindergarten Walkers: Students will be picked up at the front entrance
    - v. Daycare Walkers: Students will be picked up at the South Exit (Police Station Exit)
    - vi. All walkers will be dismissed one homeroom at a time to prevent overcrowding in the hallways





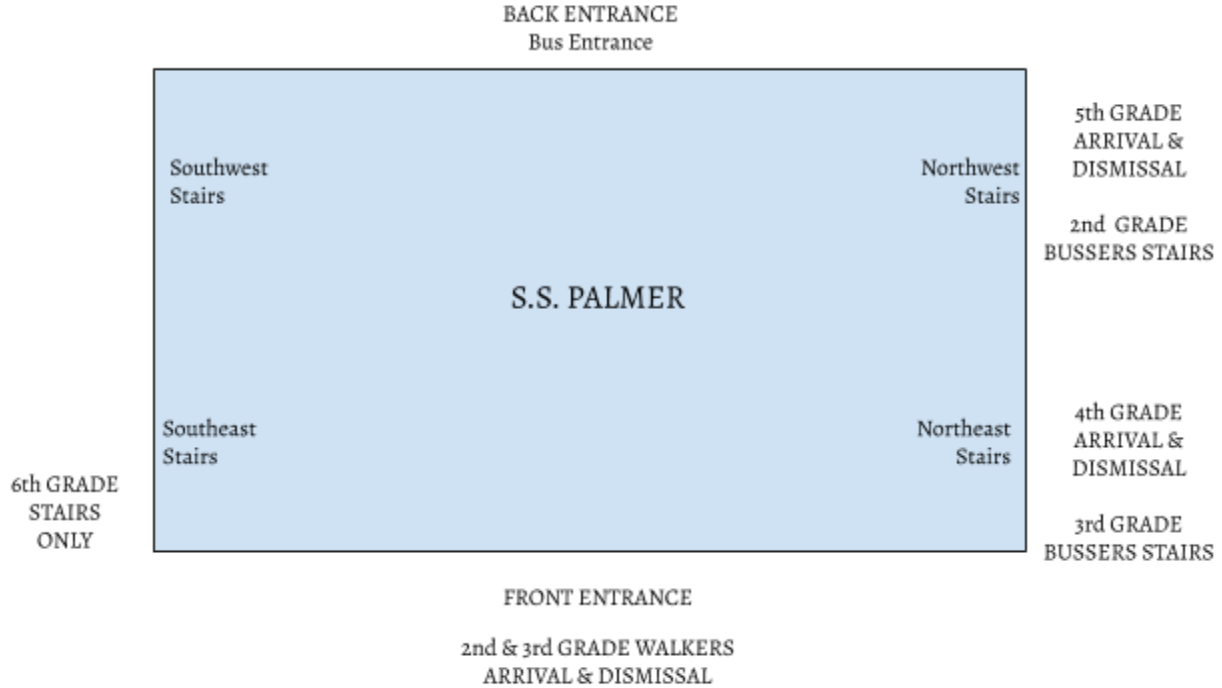
## 5. S.S. PALMER Arrival & Dismissal

### a. Arrival

- i. The school doors will open at 8:15 am
- ii. Busses will continue to drop off in the rear of the building
- iii. Busses will be emptied one at a time to prevent overcrowding in the hallways
- iv. Parent Drop Off: Students will be required to enter the building at their assigned doors (assigned by grade level).
- v. Parents who are dropping their child(ren) off with their vehicle are to drop off at the front entrance. Parents are encouraged to drop off as quickly as possible to keep flow of traffic moving
- vi. Parents will not be permitted to park their cars in the front of the building during drop off and pick up
- vii. Students will be required to maintain appropriate social distance while waiting for entrance into the school building
- viii. Students will not be permitted to congregate on the front steps
- ix. Students and staff must have masks/face coverings on prior to entrance into the building
- x. Hand sanitizing stations will be located upon the entrance of the building

- xi. Students who will be getting breakfast must first report to the breakfast cart located on their floor to receive their food. They must then report directly to their homeroom
- xii. Students who are not getting breakfast must report directly to their homerooms upon entering the building
- xiii. All stairways will be considered “UP ONLY” at the time of arrival (except in case of emergency)
- xiv. Students located on the 2nd floor will not be permitted to utilize the lockers until further notice. All materials will need to be kept at their desks for the duration of the school day.
- xv. Students will be required to sanitize their hands upon entrance into their classroom
- xvi. Walkers’ Entrance and Dismissal location will be determined by grade level:
  - 1. 2nd & 3rd grade - Front Entrance
  - 2. 4th grade - Northeast stairway (corner of Lafayette & Third)
  - 3. 5th grade - Northwest stairway (Lafayette - near teacher parking)
  - 4. 6th grade - Southeast stairway (Third Street & alleyway; between SS Palmer & Lighthouse Church)

## S.S. Palmer Arrival & Dismissal



NOTE: Students who ride the bus will enter the building at the Rear Entrance then proceed to their designated grade's stairwell as marked above.

### **FOCUS AREA #4** **Entering the School Buildings**

1. Parents will be asked to wait outside when picking up a child or dropping items off.
2. Parent meetings/conferences will be held remotely
3. PTO Meetings are to be held remotely
4. The only visitors allowed in the school will be law enforcement, Children and Youth employees, TSS, BSC, IU employees and other non-PASD employees who are providing services identified in a child's IEP or medical health plan.
5. Parents will need to wait outside if picking up their child from school. Office personnel will bring the child to the front door to meet the parent.
6. The only exceptions will be extreme behavioral and/or medical issues, which will be solely at the discretion of the principal.

- a. If a visitor is allowed into the school (at the discretion of the principal), a screening for symptoms is required
7. Volunteers are not permitted.
8. Students will be required to enter the buildings as described above (Focus Area #3).
9. If a student is tardy, they must enter the building through the main entrance

## **FOCUS AREA #5**

### **Serving Meals**

1. Parkside
  - a. Meals will be served; however a limited number of choices will be provided
  - b. Breakfast and Lunch will be eaten in the classrooms
  - c. Students will be provided with one option for breakfast
    - i. Breakfast will be bagged
  - d. Students will be provided with two options for lunches
  - e. Paraprofessionals will deliver breakfasts and lunches to each classroom
2. Palmer
  - a. Meals will be served; however, a limited number of choices will be provided
  - b. Breakfast will be bagged and on carts.
  - c. There will be one Breakfast Cart located on the first floor and one cart located on the second floor. Paraprofessionals will be handing out breakfasts. Students will be required to stop at their floor's Breakfast Cart prior to entering their homeroom.
  - d. Lunch will be served in the cafeteria
    - i. Hand sanitizer will be available in the cafeteria

## **FOCUS AREA #6**

### **Social Distancing & Other Safety Measures**

1. Approximately six feet of separation (to the maximum extent feasible) will be provided in classrooms
2. Six feet of social distancing will occur during lunch

3. Six feet of social distancing will occur during recess
4. Movement in the hallways and other congregate areas will be limited to prevent crowd congestion
5. If a student is thought-to-be ill, the teacher is to call the school nurse. The school nurse will give further instructions at that time.
6. The nurse's areas will have limited access to staff and students. Access to nurse's areas will be deemed appropriate by the school nurse.
7. Students and staff will be required to wear face coverings
8. There will be a maximum of 2 students per seat on the bus
9. Students will not be permitted to bring in special snacks or treats for birthdays or other occasions

### **FOCUS AREA #7**

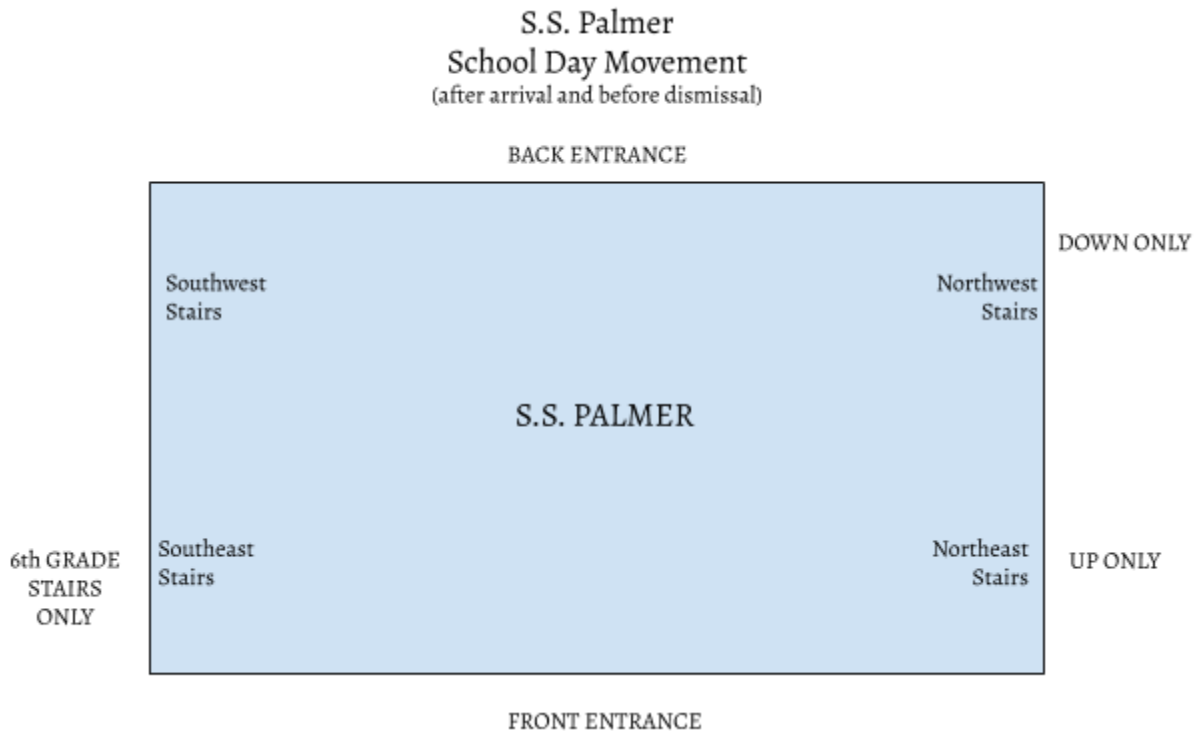
#### **Transitions in Congregate Settings**

1. Parkside
  - a. Student movement within the school building will be limited for safety purposes.
  - b. Teachers and staff will incorporate movement within the classroom as much as safely possible
  - c. Bathrooms - most teachers have one-person bathrooms within their classrooms.
  - d. Teachers without bathrooms in their classroom will be permitted to utilize the nurse bathroom if unoccupied.
    - i. Teachers will need to verify safety with school nurse prior to sending students to nurse's bathroom
  - e. Bathrooms - Multi-stall bathrooms will have a 2-person limit; there will be markings on floor of hallways to indicate where students should wait in line
  - f. Hallways - There will be no lines or waiting in large groups in the halls for any reason (except in case of emergency or fire drill)
  - g. Nurse's Office - Only students with immediate medical needs will be permitted in the nurse's bathroom. Conditions will be approved by the school nurse
  - h. Office - Only students with specific needs will be permitted in the office area
  - i. Gym - The gym at Parkside will be utilized for other purposes. It will not be utilized for large group instruction

- j. Library/Music Room - Library will be utilized for small group instruction. Library will be closed for large group instruction.
- k. Students will be dismissed by homeroom in order to prevent hallway overcrowding
- l. Special Education Teacher and aide(s) will be permitted to utilize the side stairway when transitioning with small groups to avoid congestion in stairwells.

2. Palmer

- a. Stairwells - After arrivals, stairways will be deemed “UP ONLY”, “DOWN ONLY”, or “6th Grade ONLY” stairways to limit passing each other in the hallways



- b. Bathrooms - Multi-stall bathrooms will have a 2-person limit; There will be markings on floor on hallways to indicate where students should wait in line
- c. Hallways - There will be minimal time spent waiting in the halls for any reason. Group bathroom breaks will not be permitted
- d. Nurse’s Office - Only students with immediate medical needs will be permitted in the nurse’s bathroom

- e. Office - Only students with specific needs will be permitted in the office area. There will be no SOAR parent phone calls in the mornings until further notice
- f. Gym - Students will only be in the gym when accompanied by Mr. Heller (or substitute). Appropriate social distance is required in the gym at all times.
- g. At dismissal, students will be dismissed by homeroom rather than grade level to prevent overcrowding in the hallways.
- h. Lockers on 3rd floor will not be utilized until further notice

**FOCUS AREA #8**  
**Large Group Gathering**

1. Indoor gatherings are currently limited to 25 people
2. Virtual Meetings and Events are required whenever possible
3. Recess
  - a. Outdoor recess will be provided as often as possible with weather permitting.
  - b. Students will not be permitted to play on any outdoor playground equipment.
  - c. The 32 degree temperature threshold will be waived this school year in order to increase opportunities for fresh air and outside play. Students will be required to have appropriate cold-weather clothing (i.e.: winter coats, hats, gloves) in order to be permitted to go outside. If students do not have proper attire, they will need to remain inside for recess.
  - d. Outdoor recess will occur at Palmerton Park (Parkside) and the “Coal Bowl” (Palmer). Additionally, arrangements will be made for classes to go on community walks during recess times. Each homeroom class will have a designated area to play and/or walk. This designated area/activity will be on a rotation-style schedule.
  - e. Appropriate social distancing is required for outside play.
  - f. Indoor recess will be reserved for wet (rain, snow, sleet, etc.), storming, or extremely cold weather. Special considerations will be made for “Real Feel” temperature.
  - g. Students will be permitted to bring 3 or 4 small items that can fit in one gallon-sized ziploc to play with during recess. These items may not be

shared or traded. Ziploc bags will remain with each student's personal belongings and must be taken home every day.

- i. This time will be considered a "Technology Break" and therefore personal electronics will not be permitted
  - h. Students will not be permitted to play with classroom toys or manipulatives that are shared within the classroom unless sanitized by teacher or staff
4. Fire Drills
  - a. Fire drills will be conducted as per school code
  - b. Students and staff are to maintain appropriate social distance throughout fire drill
    - i. Masks/face coverings are required during fire drills
5. Assemblies
  - a. There will be no school assemblies until further notice.

**FOCUS AREA #9**  
**Behavioral & Health Services**

1. Parents/Guardians can be provided with an outside agency resource list upon request
2. Families are to contact the school counselor for additional information with regard to behavioral and mental health services
  - a. School Counselor:  
Kristina Manning  
610-826-7538 ext 3001  
[kmanning@palmerton.org](mailto:kmanning@palmerton.org)
3. Teachers and Staff will focus on building relationships and rapport with students throughout the school days

**FOCUS AREA #9**  
**Protecting Staff & Students**

1. Students must bring an approved face covering to school every day
2. Students are required to wear their face covering at all times throughout the day other than those specified in the PASD's Health and Safety Plan
3. Parents are required to screen their child for symptoms of illness prior to sending their child to school each day.



### **FOCUS AREA #10**

#### **When Someone Becomes Sick at School**

1. If the nurse (or principal) calls a parent and tells him/her that a child needs to be picked up from school, parents are expected to follow this directive for the safety of all
2. If a student is thought-to-be ill, the teacher/staff should call the nurse immediately. School nurse will give instructions to follow
3. Both Parkside and S.S. Palmer will have a designated "Isolation Room" in which students who are ill will be located until parent/guardian can pick up the student
  - a. Parkside - Isolation Room will be located between the adult restrooms on the main floor (Former Faculty Lounge)
  - b. S.S. Palmer - Isolation Room will be located in the Hearing & Vision Screening area of the nurse's area. Hallway access will be denied if Isolation Room is in use.
4. If there is a confirmed case of COVID-19 in the school, the health officials will be notified, and we will follow their direction.
5. If a student is sent home from school due to symptoms observed, the student will require either proof of a negative COVID test OR a Doctor's note clearing the student to return to school.

### **FOCUS AREA #12**

#### **Extracurricular Activities**

1. Information will be updated when extracurricular activities are school board approved on September 15.

### **FOCUS AREA #13**

#### **Other/Miscellaneous**

1. Each student at Parkside and S.S. Palmer will receive a lanyard in order for students to manage their own face masks. This will prevent students from losing their masks and/or dropping their masks on the floor or ground.
2. Hybrid Schedule is as follows:
  - a. Team BLUE
    - i. In-Person Instruction on Mondays and Tuesdays

- ii. Virtual Instruction on Wednesdays, Thursdays, and Fridays
  - b. Team WHITE
    - i. In-Person Instruction on Wednesdays and Thursdays
    - ii. Virtual Instruction on Mondays, Tuesdays, and Fridays
- 3. Class Lists will be available as soon as possible
- 4. Students will not be permitted to bring in snacks or treats (i.e. cupcakes, doughnuts, cookies, etc.) for their class for birthdays and other celebrations until further notice.
- 5. Student Handbooks will be available virtually via teacher's Schoology account -
- 6. Parent Communication will be available virtually through Schoology in place of the "Wednesday Express"
- 7. Meet The Teacher Night will be in a virtual format
  - a. Information to follow